



SURVEY MONUMENTS ON PLAN SETS

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 First Avenue, MS 401, San Diego, CA 92101-4101

INFORMATION
BULLETIN

591

MAY 2018

The purpose of this Information Bulletin is to inform the public and to properly ensure that the City meets its legal obligation for the enforcement of survey monument perpetuation in accordance with [California's Business and Professions Code §8771](#) and [California's Streets and Highways Code §1810.5](#)

The information found in this bulletin is applicable to all private developers, utility companies, engineering and land surveying firms when contracting, constructing, permitting or approving construction that will adversely affect survey monuments; including but not limited to the following criteria/situations.

Public Improvement Projects

Survey monuments are at risk during overlay projects, slurry seal, utility group projects, sidewalk repair, ADA curb ramp projects, utility undergrounding, street lights, road widening, park projects, major buildings, storm drain replacement, traffic signals and all construction within the public right-of-way and private property.

Private Projects, Building and Right of Way Permits

Survey monuments are at risk during the construction of land development projects such as subdivisions, building construction, walls (retaining walls or otherwise), trenching in the right of way for wet or dry utilities, driveways, encroachments into the right-of-way and curb, gutter or sidewalk repair.

Survey Monuments

Monuments can vary in size and material. Some examples may be a lead or tack set in concrete, lead and brass disk in concrete, railroad spike in asphalt, chiseled "X" in concrete, iron pipe in asphalt or dirt, cedar stake, or could be located within a concrete well monument within the right-of-way. Vertical benchmarks may be a 3" brass disk or a brass plug in the top of curb.

The determination as to whether or not something is a survey monument shall be made by a person authorized to practice land surveying.

**Documents Referenced in this
Information Bulletin**

- [Business and Professions Code § 8771](#)
- [Streets and Highways Code §1810.5](#)

Permanent survey monuments, both horizontal and vertical, control the location of real property. Survey monuments existing along the public rights-of-way, street centerline, actual property corners and other survey monuments are extremely important for the determination of public and private land ownership and the location of infrastructure.

Monumentation Perpetuation Requirements

The perpetuation of survey monuments is required and intended to protect both public and private property rights in accordance with federal and state law. The City shall perpetuate survey monuments or enforce survey monument perpetuation in accordance with state law. Monument perpetuation shall be performed with every public improvement project, all work performed by city forces and every private land development, building project or Right of Way permit within the City. Under the direction of the City Land Surveyor, the Construction Management and Field Services Division (CMFS) and the Development Services Department shall assure conformance with all statutory requirements for the preservation of survey monuments. The City Engineer shall, through the appointed City Land Surveyor, enforce the requirements of this regulation.

Public Improvement Projects

- City staff preparing construction documents shall submit all preliminary plans and/or contract documents to Field Surveys to evaluate the needs for monument perpetuation.
- The initiating department shall require the design engineer to coordinate with a professional land surveyor or Field Surveys to ensure the requirements of Business and Professions Code § 8771 are met.

Public Improvement Projects Continued:

- All plans shall show existing monuments on the individual sheets and include the general Note "A" as shown on Sheet 3 of 4 of this information bulletin (unless included in the contract specifications) or, include a monumentation map within the plan set showing all the monuments within the project limits.
- When using a monumentation map you must include the applicable note on the plan set. See Note "C" on Sheet 4 of 4 of this information bulletin.
- All public works contracts that will disturb monuments shall include monument perpetuation in the scope of work.
- The surveyor, whether city or private, shall reference all monuments to be affected by construction. Upon completion and acceptance of new improvements, the surveyor shall reset any monuments that have been destroyed due to the construction of the project and file a Corner Record or Record of Survey with the County Surveyor.
- If a contractor disturbs or destroys a monument without notice to the surveyor, the contractor shall be responsible for the cost of re-establishing the position of the monument. A private land surveyor shall be hired for the surveying associated with re-setting the monument(s).

Land Development Projects, Building and Right of Way Permits

- The applicant or their designated design professional shall coordinate with a professional land surveyor to ensure Business and Professions Code § 8771 is adhered to.
- A private land surveyor shall research, recover and document all existing monuments prior to any disturbance, demolition or construction. A pre-construction Corner Record or Record of Survey shall be filed with the County Surveyor and a copy given to the Development Services staff issuing the permit. The surveyor shall also sign the monument preservation certificate on the plan set.
- All private improvement plans, grading plans, construction plans and building plans shall show existing monuments. A separate monument sheet may be included in the plan set for clarity purposes. All plans need to include Note "B" as shown on Sheet 3 of 4 of this information bulletin.

- A private land surveyor shall, upon completion of new improvements, reset any monuments that have been destroyed due to the construction of the project and must file a post-construction Corner Record or Record of Survey with the County Surveyor.
- A hold will be placed on the final inspection for all right of way permits and other types of permits that affect survey monuments. When city surveyors receive confirmation of the filing of the post-construction Corner Record or Record of Survey from the private surveyor, the hold will be released and final inspection can be performed.

POST PROCESS REVIEW**Public Improvement Projects (Public)**

- A project is not complete and will not be closed until the Corner Record(s) or Record of Survey is filed with the County.

Land Development Projects/Right-of-Way Permits (Private Projects)

- A project will not be accepted until all Corner Records or Records of Survey are filed with the County Surveyor by the private surveyor. City surveyors will determine if the final monumentation requirement has been satisfied. Subsequently, they shall clear any hold associated with the monument acceptance of the project.
- The applicant or their contractor shall notify the Resident Engineer or Building Inspector when the monuments have been replaced and a post-construction corner record has been filed prior to final sign-off. The Resident Engineer or Building Inspector will then contact the city surveyors in Development Services to clear the hold related to monument acceptance.

Note "A" - Public Improvement Projects Note:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY MONUMENTATION AND/OR BENCHMARKS WHICH WILL BE DISTURBED OR DESTROYED BY CONSTRUCTION. SUCH POINTS SHALL BE REFERENCED AND REPLACED WITH APPROPRIATE MONUMENTATION BY A LICENSED LAND SURVEYOR OR A REGISTERED CIVIL ENGINEER AUTHORIZED TO PRACTICE LAND SURVEYING. A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE, SHALL BE FILED BY THE LICENSED LAND SURVEYOR OR CIVIL ENGINEER AS REQUIRED BY THE PROFESSIONAL LAND SURVEYORS ACT (BUSINESS AND PROFESSIONS CODE SECTION 8771).

Note "B" - Land Development Projects, Building and Right of Way Permits:

THE PERMITTEE SHALL BE RESPONSIBLE FOR THE COST OF REPLACING ALL SURVEY MONUMENTS DESTROYED BY CONSTRUCTION. IF A VERTICAL CONTROL MONUMENT IS TO BE DISTURBED OR DESTROYED, THE CITY OF SAN DIEGO FIELD SURVEY SECTION SHALL BE NOTIFIED IN WRITING AT LEAST 7 DAYS PRIOR TO DEMOLITION/CONSTRUCTION.

- THE TYPE OF CONSTRUCTION PROPOSED WILL NOT AFFECT ANY SURVEY MONUMENTS (this line is for projects that are proposing no demolition, trenching, associated with a CIP, etc.)

NAME DATE

PRIOR TO PERMIT ISSUANCE, THE PERMITTEE SHALL RETAIN THE SERVICE OF A PROFESSIONAL LAND SURVEYOR OR CIVIL ENGINEER AUTHORIZED TO PRACTICE LAND SURVEYING WHO WILL BE RESPONSIBLE FOR MONUMENT PRESERVATION AND SHALL PROVIDE A CORNER RECORD OR RECORD OF SURVEY TO THE COUNTY SURVEYOR AS REQUIRED BY THE PROFESSIONAL LAND SURVEYORS ACT, IF APPLICABLE. (SECTION 8771 OF THE BUSINESS AND PROFESSIONS CODE OF THE STATE OF CALIFORNIA)

I HAVE INSPECTED THE SITE AND DETERMINED THAT:

- NO SURVEY MONUMENTS WERE FOUND WITHIN THE LIMITS OF WORK
- SURVEY MONUMENTS EXISTING IN OR NEAR LIMITS OF WORK WILL BE PROTECTED IN PLACE
- SURVEY MONUMENTS HAVE BEEN TIED OUT AND A FINAL OR PARCEL MAP WILL BE FILED (No Corner Record or Record of Survey will be required)
- OTHER AGENCY SURVEY MONUMENT (Corner Record or Record of Survey may not be required). Agency has been notified of possible monument destruction and a letter provided to City.
- A PRE-CONSTRUCTION CORNER RECORD (OR RECORD OF SURVEY) FOR SURVEY MONUMENTS FOUND WITHIN THE LIMITS OF WORK HAS BEEN FILED.

CORNER RECORD# _____ OR RECORD OF SURVEY# _____

NAME P.L.S. XXXX / R.C.E. XXXXX DATE

Post Construction Corner Record (As-Built item)

- POST CONSTRUCTION CORNER RECORD FOR SURVEY MONUMENTS DESTROYED DURING CONSTRUCTION AND REPLACED AFTER CONSTRUCTION.

CORNER RECORD# _____ OR RECORD OF SURVEY# _____

NAME P.L.S. XXXX / R.C.E. XXXXX DATE

NOTE "C" - TO BE PLACED ON A MONUMENTATION MAP—Capital Improvement Program (CIP) Projects

THIS MAP WAS CREATED FROM A PARCEL LAYER AND DOES NOT DEPICT THE ACTUAL LOCATION OF THE PROPERTY LINES. NO BOUNDARY ANALYSIS WAS PERFORMED. THE SURVEY MONUMENTS HAVE BEEN LOCATED BY SURVEY GRADE MEASUREMENTS, AND ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY.

THE CITY OF SAN DIEGO LAND SURVEYORS SHALL REPLACE SUCH MONUMENTS WITH APPROPRIATE MONUMENTS. WHEN SETTING SURVEY MONUMENTS USED FOR RE-ESTABLISHMENT OF THE DISTURBED CONTROLLING SURVEY MONUMENTS AS REQUIRED BY SECTION 8771 OF THE BUSINESS AND PROFESSIONS CODE OF THE STATE OF CALIFORNIA, A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE, SHALL BE FILED WITH THE COUNTY SURVEYOR.

IF ANY HORIZONTAL OR VERTICAL CONTROL IS TO BE DISTURBED OR DESTROYED, THE CITY OF SAN DIEGO FIELD SURVEY SECTION SHALL BE NOTIFIED IN WRITING AT LEAST 7 DAYS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF REPLACING ANY HORIZONTAL CONTROL AND VERTICAL CONTROL BENCHMARKS DESTROYED BY THE CONSTRUCTION IF THE CITY OF SAN DIEGO SURVEY SECTION IS NOT NOTIFIED PRIOR TO CONSTRUCTION. THE FILING OF A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE SHALL BE FILED WITH COUNTY SURVEYOR. A COPY OF THE FILED DOCUMENT SHALL BE FURNISHED TO THE CITY OF SAN DIEGO SURVEY SECTION.

LEGEND	
	LOCATION OF EXISTING SURVEY MONUMENT
	LOCATION OF EXISTING M-10
	MAP NUMBER